

# **Children, Youth, and Families at Risk (CYFAR) State Strengthening (STST) Projects**

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## **FY 2004 Request for Applications**

**APPLICATION DEADLINE:        December 3, 2003**



**U.S. Department of Agriculture**



**Cooperative State Research, Education, and Extension Service**

**COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE;  
U.S. DEPARTMENT OF AGRICULTURE**

**CHILDREN, YOUTH, AND FAMILIES AT RISK STATE STRENGTHENING  
PROJECT**

**INITIAL ANNOUNCEMENT**

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE:** This program is listed in the Catalog of Federal Domestic Assistance under 10.500

**DATES:** Applications must be received by close of business (COB) on December 3, 2003 (5:00 p.m. Eastern Time). Applications received after this deadline will not be considered for funding. Comments regarding this RFA are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

**STAKEHOLDER INPUT:** The Cooperative State Research, Education, and Extension Service (CSREES) is requesting comments regarding this RFA from any interested party. These comments will be considered in the development of the next RFA for the program. Such comments will be used to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). This section requires the Secretary to solicit and consider input on a current RFA from persons who conduct or use agricultural research, education and extension for use in formulating future RFAs for competitive programs. Comments should be submitted by the deadline provided in the **DATES** portion of this Notice.

Written stakeholder comments should be submitted by mail to: Policy and Program Liaison Staff; Office of Extramural Programs; USDA-CSREES; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: [RFP-OEP@csrees.usda.gov](mailto:RFP-OEP@csrees.usda.gov). (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the Children, Youth, and Families at Risk State Strengthening Projects RFA for FY 2004.

**EXECUTIVE SUMMARY:** CSREES requests applications for the Children, Youth, and Families at Risk (CYFAR) State Strengthening (STST) Projects for fiscal year (FY) 2004. The mission of this grant program is to marshal resources of the Land-Grant and Cooperative Extension System so that, in collaboration with other organizations, they can develop and deliver educational programs that equip limited resource families and youth who are at risk for not meeting basic human needs with the skills they need to lead positive, productive, contributing lives. CSREES anticipates that approximately \$300,000 will be available for support of this program in FY 2004. Only Cooperative Extension Services at 1862 Land-Grant Institutions are eligible to apply.

This notice identifies the objectives for CYFAR STST Projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a CYFAR STST Projects grant. CSREES additionally requests stakeholder input from any interested party for use in the development of the next RFA for this program.

**ADDRESSES:** Both electronic and hard copies of applications must be submitted to CSREES. Electronic submissions should be e-mailed in a single attachment to: [jkahler@csrees.usda.gov](mailto:jkahler@csrees.usda.gov) and [jclark@csrees.usda.gov](mailto:jclark@csrees.usda.gov). Applicants are strongly encouraged to submit the hard copies of their completed applications via overnight mail or delivery service to ensure timely receipt by

USDA. The address for hand-delivered applications or applications submitted using an express mail or overnight courier service is: CYFAR State Strengthening Projects; c/o Proposal Services Unit; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture; Room 1420, Waterfront Centre; 800 9<sup>th</sup> Street, SW; Washington, DC 20024; Telephone: (202) 401-5048.

Applications sent via the U.S. Postal Service must be sent to the following address: CYFAR State Strengthening Projects; c/o Proposal Services Unit; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture; STOP 2245; 1400 Independence Avenue, SW; Washington, DC 20250-2245.

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## **PART I—FUNDING OPPORTUNITIES DESCRIPTION**

### **A. Legislative Authority and Background**

Funding for the CYFAR STST Projects is authorized under Section 3(d) of the Smith-Lever Act, as amended, and other relevant authorizing legislation, which provides the jurisdictional basis for the establishment and operation of Extension educational work for the benefit of youth and families. Special provisions that are applicable to special projects authorized under section 3(d) of the Smith-Lever Act are found in CSREES General Terms and Conditions – A, dated April 1, 2001.

The CYFAR funding program supports community-based programs serving children, youth, and families in at-risk environments. CYFAR funds are intended to support the development of research-based, high quality, effective programs and to document the impact of these programs on intended audiences.

### **B. Purpose and Priorities**

The mission of the CYFAR Program is to marshal resources of the Land-Grant and Cooperative Extension System so that, in collaboration with other organizations, they can develop and deliver educational programs that equip limited resource families and youth who are at risk for not meeting basic human needs with the skills they need to lead positive, productive, contributing lives.

The CYFAR Program allows Extension the flexibility to provide a broad spectrum of educational programs for at-risk children, youth, and their families at the community level. STST Projects are expected to build statewide capacity to program for at-risk audiences. Effective STST Projects utilize the expertise and resources of the total Land-Grant System, the National Children, Youth, and Family Education and Research Network (CYFERnet), as well as sustained Youth At Risk (YAR) projects in their states. The particular program strategy employed in a community should be determined by the needs identified and prioritized by the people in that community. Community-based programs should provide positive developmental opportunities for children, youth, families, parents and communities. The CYFAR philosophy may be accessed at: <http://www.reeusda.gov/4h/cyfar/philosophy.htm>. STST Projects must be compatible with the CYFAR philosophy.

CSREES provides funding and assistance to CYFAR STST Projects to achieve the following three objectives:

#### **1. To build statewide Extension capacity to support community-based programs for children, youth, and families at risk.**

In order to effectively “develop and deliver educational programs that equip limited resource families and youth who are at-risk . . . to lead positive, productive, contributing lives”, States are expected to institute significant statewide organizational strategies at the same time they support counties in developing and implementing strong community-based programs for at-risk children and their families. The following organizational strategies aid in the accomplishment of this objective:

- (a) Develop and implement a common vision and strategic plan for programming for children, youth, and families at risk;

- (b) Train, support, and reward Extension salaried and volunteer staff for implementing programs that accomplish the CYFAR mission;
- (c) Recognize Extension professionals as critical resources in research and education for children, youth, family, and community issues;
- (d) Promote diversity, inclusivity, and pluralism in Extension programs and staff;
- (e) Promote collaborations of Extension 4-H, Family and Consumer Sciences, Agriculture, and Community Development; and other University departments in programming for children, youth, and families at risk across the state; and
- (f) Promote and join collaborations of community, county, State and Federal agencies and organizations to strengthen program and policy for children, youth and families.

## **2. To improve the quality and quantity of comprehensive community-based programs for children, youth, and families at risk by providing support and technical assistance.**

The CYFAR Program has identified the following National Outcomes for children, school age youth, teens, families and communities. Community projects developed as STST Projects should be designed with program objectives that are tied directly to these Outcomes:

### **(a) Early Childhood**

Children will have their basic physical, social, emotional, and intellectual needs met. Babies will be born healthy.

### **(b) School Age (K-8)**

School age youth will demonstrate knowledge, skills, attitudes, and behavior necessary for fulfilling contributing lives.

### **(c) Teens**

Teens will demonstrate knowledge, skills, attitudes, and behavior necessary for fulfilling contributing lives.

### **(d) Parents/Families**

Parents will take primary responsibility for meeting their children's physical, social, emotional, and intellectual needs and provide moral guidance and direction. Families will promote positive, productive, and contributing lives for all family members.

### **(e) Communities**

Communities will provide safe and secure environments for families with children.

## **3. To integrate CYFAR programming into base Extension programs for children, youth, and families.**

The Extension Committee on Policy decided to graduate this CYFAR initiative into base Extension programs effective July 1, 1999. CYFAR strategies used to sustain community programs for at-risk children, youth, and families, and to build capacity for such programming, contribute to graduating or integrating CYFAR work into base Extension programs. Collaborations among 4-H Youth Development and Family Consumer Science professionals and programs and various university departments and disciplines are critical to integration into base programs. CYFAR State Strengthening projects are expected to show evidence that

programming for at-risk audiences is part of their overall Extension mission and strategic plan, and that at-risk audiences have open access to Extension resources.

## **PART II—AWARD INFORMATION**

### **A. Available Funding**

In FY 2004, CSREES anticipates that approximately \$300,000 will be available to fund CYFAR STST Projects applications. There is no commitment by USDA to fund any particular application or to make a specific number of awards.

### **B. Types of Applications**

In FY 2004, CYFAR STST Projects will only fund renewal applications. Renewal applications are project applications that request additional funding for projects that have already been approved in an original or amended award.

### **C. Project Types**

Availability of funds is contingent upon appropriations from Congress. CSREES intends to fund CYFAR STST Projects on an annual basis for a maximum of five years. CSREES will accept requests for Federal funding **up to** \$150,000 per year. States are expected to integrate these projects into Extension base programs and to continue funding these projects after five years of Federal funding.



## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Applications may only be submitted by Cooperative Extension Services at 1862 Land-Grant Institutions. 1862 Institutions are encouraged to partner with 1890 Land-Grant Institutions, including Tuskegee University and West Virginia State College, 1994 Land-Grant Institutions, and Hispanic-serving Institutions. States that received STST funding beginning in FY 2000 and have submitted complete year-end reports to CSREES are eligible to apply for continued funding. Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project.

### **B. Cost Sharing or Matching**

CSREES requires a 100% match of the State portion (maximum of \$75,000 **using State funds only**). Local matching for the community portion, while not required by CSREES, is encouraged in the interest of sustainability. The community matching cannot be counted as the State-required matching and will not be factored into the application review process.

Resources identified for cost sharing must be available to and administered by the State Extension Director or designee.

## **PART IV—APPLICATION AND SUBMISSION INFORMATION**

### **A. Address to Request Application Package**

Program application materials are available at the CSREES Funding Opportunities Web site (<http://www.reeusda.gov/1700/funding/ourfund.htm>). Additional information about CYFAR STST Projects can be found at <http://www.reeusda.gov/4h/cyfar/>. If you do not have access to the Web page or have trouble downloading material and you would like a hard copy of the application materials, you may contact the Proposal Services Unit, Competitive Programs, USDA/CSREES at (202) 401-5048. When calling the Proposal Services Unit, please indicate that you are requesting the RFA and associated application forms for the CYFAR State Strengthening Projects. These materials also may be requested via Internet by sending a message with your name, mailing address (not e-mail) and phone number to [psb@csrees.usda.gov](mailto:psb@csrees.usda.gov). State that you want a copy of the RFA and the associated application forms for the CYFAR State Strengthening Projects.

### **B. Content and Form of Applicants Submission**

Unless otherwise specified below, both electronic and hard copies of applications should be prepared according to the following guidelines and instructions. Each application must contain the following elements in the order indicated:

#### **1. General**

Use the following guidelines to prepare an application. Proper preparation of applications will assist reviewers in evaluating the merits of each application in a systematic, consistent fashion:

- (a) Prepare the application on only one side of the page using standard size (8 1/2" x 11") white paper, one-inch margins, typed or word processed using no type smaller than 12 point font, and single or double spaced. Use an easily readable font face (e.g., Geneva, Helvetica, Times Roman).
- (b) Number each page of the application sequentially, starting with the Project Description, including the budget pages, required forms, and any appendices.
- (c) Staple hard copies of the application in the upper left-hand corner. Do not bind. An original and two (2) hard copies of the application (three (3) total) must be submitted in one package.
- (d) The contents of the application should be assembled in the following order:
  - (1) Proposal Cover Page (Form CSREES-2002)
  - (2) Table of Contents
  - (3) Project Summary (Form CSREES-2003)
  - (4) Project Description
  - (5) References
  - (6) Key Personnel
  - (7) Collaborative Arrangements (including letters of support)
  - (8) Conflict-of-Interest List (Form CSREES-2007)
  - (9) Budget (Form CSREES-2004)
  - (10) Budget Narrative
  - (11) Matching
  - (12) Current and Pending Support (Form CSREES-2005)
  - (13) Assurance Statement(s) (Form CSREES-2008)

- (14) Compliance with the National Environmental Policy Act (NEPA) (Form CSREES-2006)
- (15) Page B, Proposal Cover Page (Form CSREES-2002), Personal Data on Project Director

## **2. Proposal Cover Page (Form CSREES-2002)**

### **Page A**

Each copy of each grant application must contain a Proposal Cover Page, Form CSREES-2002. One copy of the application, preferably the original, must contain the pen-and-ink signature(s) of the proposing Project Director(s) (PD(s)) and the authorized organizational representative (AOR), the individual who possesses the necessary authority to commit the organization's time and other relevant resources to the project. If there are more than three co-PDs for an application, please list additional co-PDs on a separate sheet of paper (with appropriate information and signatures) and attach to the Proposal Cover Page (Form CSREES-2002). Any proposed PD or co-PD whose signature does not appear on Form CSREES-2002 or attached additional sheets will not be listed on any resulting grant award. Complete both signature blocks located at the bottom of the Proposal Cover Page form. Please note that Form CSREES-2002 is comprised of two parts - Page A, which is the Proposal Cover Page, and Page B, which is the Personal Data on Project Director.

Form CSREES-2002 serves as a source document for the CSREES grant database; it is therefore important that it be accurately completed in its entirety, especially the e-mail addresses requested in Blocks 4.c. and 18.c. However, the following items are highlighted as having a high potential for errors or misinterpretations:

- (a) Type of Performing Organization (Block 6.a. and 6.b.). For Block 6.a., a check should be placed in the appropriate box to identify the type of organization which is the legal recipient named in Block 1. Only one box should be checked. For Block 6.b., please check as many boxes as apply to the affiliation of the PD listed in Block 16.
- (b) Title of Proposed Project (Block 7.). The title of the project must be brief (140-character maximum, including spaces), yet represent the major thrust of the effort being proposed. Project titles are read by a variety of nonscientific people; therefore, highly technical words or phraseology should be avoided where possible. In addition, introductory phrases such as "investigation of," "research on," "education for," or "outreach that" should not be used.
- (c) Program to Which You Are Applying (Block 8.). Enter CYFAR State Strengthening Projects.
- (d) DUNS NO. (Data Universal Numbering System) (Block 11.). A DUNS number must be included for the legal recipient named in Block 1. (except applications from individuals). See Part VIII, F.
- (e) Type of Request (Block 14.). Check the block for "Renewal".
- (f) Project Director (PD) (Blocks 16.-19.). Blocks 16.-18. are used to identify the PD and Block 19. to identify co-PDs. If needed, additional co-PDs may be listed on a separate sheet of paper and attached to Form CSREES-2002, the Proposal Cover Page, with the applicable co-PD information and signatures. Listing multiple co-PDs, beyond those required for genuine collaboration, is discouraged.

(g) Other Possible Sponsors (Block 21.). List the names or acronyms of all other public or private sponsors including other agencies within USDA to which your application has been or might be sent. In the event you decide to send your application to another organization or agency at a later date, you must inform the identified CSREES program contact as soon as practicable. Submitting your application to other potential sponsors will not prejudice its review by CSREES; however, submitting the same (i.e., duplicate) application to another CSREES program is not permissible.

## **Page B**

Page B should be submitted only with the original signature copy of the application and should be placed as the last page of the original copy of the application. This page contains personal data on the PD(s). CSREES requests this information in order to monitor the operation of its review and awards processes. This page will not be duplicated or used during the review process. Please note that failure to submit this information will in no way affect consideration of your application.

### **3. Table of Contents**

For consistency and ease in locating information, each application must contain a detailed Table of Contents immediately following the Proposal Cover Page. The Table of Contents should contain page numbers for each component of the application. Page numbering should begin with the first page of the Project Description.

### **4. Project Summary (Form CSREES-2003)**

The application must contain a “Project Summary,” Form CSREES-2003. The summary should be approximately 250 words, contained within the box, placed immediately after the Table of Contents, and not numbered. The names and affiliated organizations of all PDs and co-PDs should be listed on this form, in addition to the title of the project. Provide name, title, address, phone, fax, and e-mail address for: STST Project Director, STST Project Evaluator, and STST Project Technology Specialist. The summary should be a self-contained, specific description of the activity to be undertaken and should focus on: overall project goal(s) and supporting objectives; plans to accomplish project goal(s); and relevance of the project to the goals of CYFAR STST Projects. The importance of a concise, informative Project Summary cannot be overemphasized. If there are more than three co-PDs for an application, please list additional co-PDs on a separate sheet of paper (with appropriate information) and attach to the Project Summary (Form CSREES-2003).

### **5. Project Description**

PLEASE NOTE: The Project Description shall not exceed five (5) pages of written text. Please refrain from including graphs, photographs, charts and tables in the application. This maximum has been established to ensure fair and equitable competition. The Project Description should be a **brief** FY 2004 Plan of Work that incorporates the following:

- (a) Building statewide capacity: Identify 2004 tasks for integrating the six Organizational Strategies to build statewide Extension capacity to serve at-risk children, youth, and families;
- (b) Improving quality and quantity of community-based programs for children, youth, and families at risk.

- (1) Describe how the STST Projects staff will provide support to community sites and YAR projects (include use of CYFERnet resources);
  - (2) Describe how the STST Projects staff will provide evaluation assistance to the community projects and plan for using the CYFERnet-Evaluation resources;
  - (3) List tasks for continuing technology training and technical assistance to "connectivity" sites; and
  - (4) List tasks for providing assistance with sustainability of community projects.
- (c) Integrating CYFAR & Extension base programs.
- (1) Describe specific strategies for integrating CYFAR in Extension base programs at the state level;
  - (2) Describe how STST Projects staff will assist community-based projects to integrate into base county Extension programs; and
  - (3) Describe how this integration into base Extension programs will be assessed and measured.

## 6. References

All references to works cited should be complete, including titles and all co-authors, and should conform to an acceptable journal format. References are not considered in the page-limitation for the Project Description.

## 7. Key Personnel

The following should be included, as applicable:

- (a) The roles and responsibilities of each PD and/or collaborator should be clearly described; and
- (b) Vitae of the PD and each co-PD, senior associate, and other professional personnel. This section should include vitae of all key persons who are expected to work on the project, whether or not CSREES funds are sought for their support. The vitae should be limited to two (2) pages each in length, excluding publications listings. The vitae should include a presentation of academic and research credentials, as applicable, e.g., earned degrees, teaching experience, employment history, professional activities, honors and awards, and grants received. A chronological list of all publications in refereed journals during the past four (4) years, including those in press, must be provided for each project member for whom a curriculum vitae is provided. Also list only those non-refereed technical publications that have relevance to the proposed project. All authors should be listed in the same order as they appear on each paper cited, along with the title and complete reference as these usually appear in journals.

## 8. Collaborative Arrangements

If it will be necessary to enter into formal consulting or collaborative arrangements with others, such arrangements should be fully explained and justified. If the consultant(s) or collaborator(s) are known at the time of application, a vitae or resume should be provided. In addition, evidence (e.g., letter of support) should be provided that the collaborators involved have agreed to render these services. The applicant also will be required to provide additional information on consultants and collaborators in the budget portion of the application. See instructions in the application forms for completing Form CSREES-2004, Budget.

## 9. Conflict-of-Interest List (Form CSREES-2007)

A Conflict-of-Interest List, Form CSREES-2007, must be provided for all individuals who have submitted a vitae in response to item 7(b) of this part. Each Form CSREES-2007 should list alphabetically, by the last names, the full names of the individuals in the following categories:

(a) all co-authors on publications within the past four years, including pending publications and submissions; (b) all collaborators on projects within the past four years, including current and planned collaborations; (c) all thesis or postdoctoral advisees/advisors within the past four years; and (d) all persons in your field with whom you have had a consulting or financial arrangement within the past four years, who stand to gain by seeing the project funded. This form is necessary to assist program staff in excluding from application review those individuals who have conflicts of interest with the personnel in the grant application. The program contact must be informed of any additional conflicts of interest that arise after the application is submitted.

## 10. Budget

### (a) Budget Form (Form CSREES-2004)

Prepare the Budget, Form CSREES-2004, in accordance with instructions provided with the application forms. A **cumulative budget is required** detailing all of the requested funds for the state portion of the proposal and a total figure for all community projects (which is included in Line J: All Other Direct Costs). A budget form is also required **for each community project**. Budget forms may be reproduced as needed by applicants. Funds may be requested under any of the categories listed on the form, provided that the item or service for which support is requested is allowable under the authorizing legislation, the applicable statutes, regulations, and Federal cost principles, and these program guidelines, and can be justified as necessary for the successful conduct of the proposed project. **Total carryover should be reported on Line P.** The total amount of new funds requested plus carryover may not exceed \$150,000. Applicants also must include a budget narrative to justify their budget requests (see (b) below.)

### (b) Budget Narrative

**A separate budget narrative is required for each community project budget form, in addition to a narrative for the overall project budget form.** In the overall budget narrative, the explanation for the total community project funds should be a listing of each community and the funding requested for that community. The community project narratives should include the detailed explanations of the community funds as stated in the corresponding budget form.

All budget categories, with the exception of Indirect Costs, for which support is requested, must be individually listed (with costs) in the same order as the budget and justified on a separate sheet of paper and placed immediately behind the Budget form. **In the budget narrative, include the full-time equivalent (FTE) for each person identified in Part A of Form CSREES-2004. The carryover portion of the budget narrative should detail how each carryover dollar will be spent in FY 2004.** For cost sharing or matching funds, identify the source, the amount, and the nature (cash or third party in-kind contribution) in each budget narrative. To be used as matching support, a cost must be allowable under the authorizing legislation, the applicable Federal cost principles, and the program guidelines.

### (c) Matching

See Part III, B.

## **11. Current and Pending Support (Form CSREES-2005)**

All applications must contain Form CSREES-2005 listing other current public or private support (including in-house support) to which personnel (i.e., individuals submitting a vitae in response to item 7(b) of this part) identified in the application have committed portions of their time, whether or not salary support for person(s) involved is included in the budget. Please follow the instructions provided on this form. Concurrent submission of identical or similar applications to the possible sponsors will not prejudice application review or evaluation by the CSREES. However, an application that duplicates or overlaps substantially with an application already reviewed and funded (or to be funded) by another organization or agency will not be funded under this program. **Please note that the project being proposed should be included in the pending section of the form. The percent of time that each person has committed to active and pending projects cannot exceed 100%.**

## **12. Assurance Statement(s) (Form CSREES-2008)**

A number of situations encountered in the conduct of projects require special assurances, supporting documentation, etc., before funding can be approved for the project. In addition to any other situation that may exist with regard to a particular project, applications involving any of the following elements must comply with the additional requirements as applicable.

### **(a) Recombinant DNA or RNA Research**

As stated in 7 CFR Part 3015.205 (b)(3), all key personnel identified in the application and all endorsing officials of the proposing organization are required to comply with the guidelines established by the National Institutes of Health entitled, "Guidelines for Research Involving Recombinant DNA Molecules," as revised. If your project proposes to use recombinant DNA or RNA techniques, you must so indicate by checking the "yes" box in Block 20 of Form CSREES-2002 (the Proposal Cover Page) and by completing Section A of Form CSREES-2008. For applicable applications recommended for funding, Institutional Biosafety Committee approval is required before CSREES funds will be released. Please refer to the application forms for further instructions.

### **(b) Animal Care**

Responsibility for the humane care and treatment of live vertebrate animals used in any grant project supported with funds provided by CSREES rests with the performing organization. Where a project involves the use of living vertebrate animals for experimental purposes, all key personnel identified in an application and all endorsing officials of the proposing organization are required to comply with the applicable provisions of the Animal Welfare Act of 1966, as amended (7 U.S.C. 2131 et seq.), and the regulations promulgated thereunder by the Secretary in 9 CFR Parts 1, 2, 3, and 4 pertaining to the care, handling, and treatment of these animals. If your project will involve these animals, you should check "yes" in Block 20 of Form CSREES-2002 and complete Section B of Form CSREES-2008. In the event a project involving the use of live vertebrate animals results in a grant award, funds will be released only after the Institutional Animal Care and Use Committee has approved the project. Please refer to the application forms for further instructions.

### **(c) Protection of Human Subjects**

Responsibility for safeguarding the rights and welfare of human subjects used in any grant project supported with funds provided by CSREES rests with the performing organization.

Guidance on this issue is contained in the National Research Act, Pub. L. No. 93-348, as amended, and implementing regulations promulgated by the Department under 7 CFR Part 1c. If you propose to use human subjects in your project, you should check the “yes” box in Block 20 of Form CSREES-2002 and complete Section C of Form CSREES-2008. . In the event a project involving human subjects at risk is recommended for award, funds will be released only after the Institutional Review Board (IRB) at the proposing organization or institution has approved the research plan and CSREES has accepted documentation of the IRB approval. Please refer to the application forms for additional instructions.

### **13. Certifications**

Note that by signing Form CSREES-2002 the applicant is providing the certifications required by 7 CFR Part 3017, regarding Debarment and Suspension and Drug-Free Workplace, and 7 CFR Part 3018, regarding Lobbying. The certification forms are included in the application package for informational purposes only. **These forms should not be submitted with the application since by signing Form CSREES-2002 your organization is providing the required certifications.** If the project will involve a subcontractor or consultant, the subcontractor/consultant should submit a Form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions, to the grantee organization for retention in their records. This form should not be submitted to USDA.

### **14. Compliance with the National Environmental Policy Act (NEPA) (Form CSREES-2006)**

As outlined in 7 CFR Part 3407 (the CSREES regulations implementing NEPA), the environmental data for any proposed project is to be provided to CSREES so that CSREES may determine whether any further action is needed. In some cases, however, the preparation of environmental data may not be required. Certain categories of actions are excluded from the requirements of NEPA.

In order for CSREES to determine whether any further action is needed with respect to NEPA, pertinent information regarding the possible environmental impacts of a particular project is necessary; therefore, Form CSREES-2006, “NEPA Exclusions Form,” must be included in the application indicating whether the applicant is of the opinion that the project falls within a categorical exclusion and the reasons therefore. If it is the applicant’s opinion that the proposed project falls within the categorical exclusions, the specific exclusion(s) must be identified.

Even though a project may fall within the categorical exclusions, CSREES may determine that an Environmental Assessment or an Environmental Impact Statement is necessary for an activity, if substantial controversy on environmental grounds exists or if other extraordinary conditions or circumstances are present which may cause such activity to have a significant environmental effect.

### **C. Submission Dates and Times**

Both electronic and hard copies of applications must be received by COB on December 3, 2003 (5:00 p.m. Eastern Time). Applications received after this deadline will not be considered for funding.



## **D. Funding Restrictions**

A minimum of \$75,000 must be allocated directly to the community-based projects. The remaining \$75,000 can be allocated for State capacity-building and technical support responsibilities including staff, evaluation, training, program assistance, materials and travel.

A minimum of 10% of the total budget must be allocated for evaluation. This would include staff, travel, and materials costs for evaluation of STST Projects. These costs should be clearly identified in the budget narrative.

All projects are **required** to include projected carryover amounts in their applications. Carryover monies must be calculated into the FY 2004 budget request. New monies requested for FY 2004 **plus** total carryover (state and communities) may not exceed \$150,000 for STST Projects.

**Example:** On the Budget, Form CSREES-2004, if Carryover (Line P) = \$60,000, then Total 2004 Request (Line O) may not exceed \$90,000 (\$150,000 - \$60,000).

Pursuant to Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended, 7 U.S.C. 3319, indirect costs are not allowable costs under section 3(d) projects, and no funds will be approved for this purpose. Further costs that are a part of an institution's indirect cost pool (e.g., administrative or clerical salaries) may not be reclassified as direct costs for the purpose of making them allowable. Section 1473 also prohibits tuition remission for section 3(d) projects.

## **E. Other Submission Requirements**

### **1. What to Submit**

Both electronic and hard copy applications are required by CSREES. The electronic application package may be sent as a single e-mail attachment in Word, Word Perfect, Acrobat PDF, or RTF file format. A hard copy with original signatures and two (2) additional copies of the application must be submitted. All hard copies of the application must be submitted in one package.

### **2. Where to Submit**

Applicants should submit electronic STST Projects Applications to: [jkahler@csrees.usda.gov](mailto:jkahler@csrees.usda.gov) and [jclark@csrees.usda.gov](mailto:jclark@csrees.usda.gov). Indicate on the subject line: state, STST, and year of funding request (i.e., KS-STST-04). Applicants are strongly encouraged to submit completed hard copy applications via overnight mail or delivery service to ensure timely receipt by USDA. The address for hand-delivered applications or applications submitted using an express mail or overnight courier service is:

CYFAR State Strengthening Projects  
c/o Proposal Services Unit  
Cooperative State Research, Education, and Extension Service  
U.S. Department of Agriculture  
Room 1420, Waterfront Centre  
800 9<sup>th</sup> Street, SW  
Washington, DC 20024  
Telephone: (202) 401-5048

Applications sent via the U.S. Postal Service must be sent to the following address:

CYFAR State Strengthening Projects

c/o Proposal Services Unit  
Cooperative State Research, Education, and Extension Service  
U.S. Department of Agriculture  
STOP 2245  
1400 Independence Avenue, SW  
Washington, DC 20250-2245

The receipt of all applications will be acknowledged by e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the Form CSREES-2002. If the applicant's e-mail address is not indicated, CSREES will acknowledge receipt of the application by letter. If the applicant does not receive an acknowledgment within 60 days of the submission deadline, please contact the agency contact (see Part VII). Once the application has been assigned a proposal number, please cite that number on all future correspondence.

## **PART V— APPLICATION REVIEW REQUIREMENTS**

### **A. General**

Each application will be evaluated in a two-part process. First, each application will be screened to ensure that it meets the administrative requirements as set forth in this RFA. Second, a review panel will technically evaluate applications that met the RFA requirements.

Reviewers will be selected based upon training and experience in relevant scientific, extension, or education fields, taking into account the following factors: (a) the level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities; (b) the need to include as reviewers experts from various areas of specialization within relevant scientific, education, or extension fields; (c) the need to include as reviewers other experts (e.g., youth, family, and community development experts in education and research) who can assess relevance of the applications to targeted audiences and to program needs; (d) the need to include as reviewers experts from a variety of organizational types (e.g., colleges, universities, industry, state and Federal agencies, private profit and non-profit organizations) and geographic locations; (e) the need to maintain a balanced composition of reviewers with regard to minority and female representation and an equitable age distribution; and (f) the need to include reviewers who can judge the effective usefulness to producers and the general public of each application.

### **B. Evaluation Criteria**

To be considered for funding, applications must be compatible with the CSREES "CYFAR Philosophy" (<http://www.reeusda.gov/4h/cyfar/philosophy.htm>). Each application will also be judged on 1) the quality of the program outlined, 2) the capacity of the staff to implement a program that will accomplish the specified outcomes, and 3) the commitment of the State Extension Administration to support the project during and following the Federal funding period and to integrating CYFAR programming into base Extension programs statewide.

STST Projects applications will be evaluated based on their strategies for building statewide capacity for at-risk audiences; integrating CYFAR into base Extension programs; and supporting community-based programs for children, youth and families at risk.

Applications will be evaluated on the following criteria:

- (a) Identifies strategies for working with at-risk audiences (Weight = 30);
- (b) Improves the quality of Children, Youth, and Family programs by providing support community sites in program, technology, and evaluation (Weight = 40); and
- (c) Identifies strategies for integrating CYFAR and Extension Base Programs at the state and county levels (Weight = 30).

### **C. Conflicts of Interest and Confidentiality**

During the peer evaluation process, extreme care will be taken to prevent any actual or perceived conflicts of interest that may impact review or evaluation. For the purpose of determining conflicts of interest, the academic and administrative autonomy of an academic institution shall be determined by reference to the current Higher Education Directory, published by Higher Education Publications, Inc., 6400 Arlington Boulevard, Suite 648, Falls Church, Virginia 22042. Phone: (703) 532-2300. Web site: <http://www.hepinc.com>.

Names of submitting institutions and individuals, as well as application content and peer evaluations, will be kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of peer reviewers will remain confidential throughout the entire review process. Therefore, the names of the reviewers will not be released to applicants. At the end of the fiscal year, names of panelists will be made available in such a way that the panelists cannot be identified with the review of any particular application.

## **PART VI—AWARD ADMINISTRATION**

### **A. General**

Within the limit of funds available for such purpose, the awarding official of CSREES shall make grants to those responsible, eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the awarding official of CSREES as the effective date of the grant shall be no later than September 30 of the Federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. It should be noted that the project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by CSREES under this RFA shall be expended solely for the purpose for which the funds are granted in accordance with the approved application and budget, the regulations, the terms and conditions of the award, the applicable Federal cost principles, and the Department's assistance regulations (parts 3015 and 3019 of 7 CFR).

### **B. Organizational Management Information**

Specific management information relating to an applicant shall be submitted on a one-time basis as part of the responsibility determination prior to the award of a grant identified under this RFA, if such information has not been provided previously under this or another CSREES program. CSREES will provide copies of forms recommended for use in fulfilling these requirements as part of the preaward process. Although an applicant may be eligible based on its status as one of these entities, there are factors which may exclude an applicant from receiving Federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual involved or a determination that an applicant is not responsible based on submitted organizational management information).

### **C. Award Notice**

The grant award document shall include, at a minimum, the following:

1. Legal name and address of performing organization or institution to whom the Administrator has issued an award under the terms of this request for applications;
2. Title of project;
3. Name(s) and institution(s) of PDs chosen to direct and control approved activities;
4. Identifying award number assigned by the Department;
5. Project period, specifying the amount of time the Department intends to support the project without requiring recompetition for funds;
6. Total amount of Departmental financial assistance approved by the Administrator during the project period;
7. Legal authority(ies) under which the award is issued;
8. Appropriate Catalog of Federal Domestic Assistance (CFDA) number;
9. Applicable award terms and conditions (see <http://www.reeusda.gov/crgam/oep/awardterms.htm> to view CSREES award terms and conditions);

10. Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the award; and

11. Other information or provisions deemed necessary by CSREES to carry out its respective awarding activities or to accomplish the purpose of a particular award.

#### **D. Administrative and National Policy Requirements**

Several Federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These include, but are not limited to:

7 CFR Part 1, subpart A—USDA implementation of the Freedom of Information Act.

7 CFR Part 3—USDA implementation of OMB Circular No. A-129 regarding debt collection.

7 CFR Part 15, subpart A—USDA implementation of Title VI of the Civil Rights Act of 1964, as amended.

7 CFR Part 331 and 9 CFR Part 121—USDA implementation of the Agricultural Bioterrorism Protection Act of 2002.

7 CFR Part 3015—USDA Uniform Federal Assistance Regulations, implementing OMB directives (i.e., OMB Circular Nos. A-21 and A-122) and incorporating provisions of 31 U.S.C. 6301-6308 (formerly the Federal Grant and Cooperative Agreement Act of 1977, Pub. L. No. 95-224), as well as general policy requirements applicable to recipients of Departmental financial assistance.

7 CFR Part 3017—USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants).

7 CFR Part 3018—USDA implementation of Restrictions on Lobbying. Imposes prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans.

7 CFR Part 3019—USDA implementation of OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations.

7 CFR Part 3052—USDA implementation of OMB Circular No. A-133, Audits of States, Local Governments, and Non-profit Organizations.

7 CFR Part 3407—CSREES procedures to implement the National Environmental Policy Act of 1969, as amended.

29 U.S.C. 794 (section 504, Rehabilitation Act of 1973) and 7 CFR Part 15b (USDA implementation of statute)—prohibiting discrimination based upon physical or mental handicap in Federally assisted programs.

35 U.S.C. 200 et seq.—Bayh-Dole Act, controlling allocation of rights to inventions made by employees of small business firms and domestic nonprofit organizations, including universities, in Federally assisted programs (implementing regulations are contained in 37 CFR Part 401).

#### **E. Expected Program Outputs and Reporting Requirements**

States are responsible for ensuring that their communities provide outcome/impact evaluation reports to CSREES that are based upon sound design and empirical data. CYFERnet-Evaluation

can assist with evaluations by providing instruments, procedures, a State Strengthening Evaluation Guide and an evaluation training curriculum. Year-end Reports must include STST Projects demographics and overviews for each community project. In FY 2004, STST Projects Year-end Reports are due by October 31, 2004.

## **PART VII—AGENCY CONTACT**

Applicants and other interested parties are encouraged to contact Sharon K. B. Wright; CYFAR National Program Leader; Families, 4-H, and Nutrition; Cooperative State Research, Education, and Extension Service; STOP 2225; 1400 Independence Avenue, SW; Washington, DC 20250-2225; Telephone: (202) 720-5075; Fax: (202) 720-9366; E-mail: [swright@csrees.usda.gov](mailto:swright@csrees.usda.gov).



## **PART VIII—ADDITIONAL INFORMATION**

### **A. Access To Review Information**

Copies of reviews, not including the identity of reviewers, and a summary of the panel comments will be sent to the applicant PD after the review process has been completed.

### **B. Use of Funds; Changes**

#### **1. Delegation of Fiscal Responsibility**

Unless the terms and conditions of the award state otherwise, the awardee may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of award funds.

#### **2. Changes in Project Plans**

(a) The permissible changes by the awardee, PD(s), or other key project personnel in the approved project shall be limited to changes in methodology, techniques, or other similar aspects of the project to expedite achievement of the project's approved goals. If the awardee or the PD(s) is uncertain as to whether a change complies with this provision, the question must be referred to the Authorized Departmental Officer (ADO) for a final determination. The ADO is the signatory of the award document, not the program contact.

(b) Changes in approved goals or objectives shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes. In no event shall requests for such changes be approved which are outside the scope of the original approved project.

(c) Changes in approved project leadership or the replacement or reassignment of other key project personnel shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes.

(d) Transfers of actual performance of the substantive programmatic work in whole or in part and provisions for payment of funds, whether or not Federal funds are involved, shall be requested by the awardee and approved in writing by the ADO prior to effecting such transfers, unless prescribed otherwise in the terms and conditions of the award.

(e) Changes in Project Period: The project period may be extended by CSREES without additional financial support, for such additional period(s) as the ADO determines may be necessary to complete or fulfill the purposes of an approved project, but in no case shall the total project period exceed five years. Any extension of time shall be conditioned upon prior request by the awardee and approval in writing by the ADO, unless prescribed otherwise in the terms and conditions of award.

(f) Changes in Approved Budget: Changes in an approved budget must be requested by the awardee and approved in writing by the ADO prior to instituting such changes if the revision will involve transfers or expenditures of amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or award.

### **C. Confidential Aspects of Applications and Awards**

When an application results in an award, it becomes a part of the record of CSREES transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted

by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. The original copy of an application that does not result in an award will be retained by the Agency for a period of one year. Other copies will be destroyed. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

#### **D. Regulatory Information**

For the reasons set forth in the final Rule-related Notice to 7 CFR part 3015, subpart V (48 FR 29114, June 24, 1983), this program is excluded from the scope of the Executive Order 12372 which requires intergovernmental consultation with State and local officials. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35), the collection of information requirements contained in this Notice have been approved under OMB Document No. 0524-0039.

#### **E. CSREES' Grants.gov Implementation Plans**

Grants.gov is an Internet web site for grant and other financial assistance information (e.g., allows grant seekers to find funding opportunities). It also will serve to facilitate electronic transmission of information pertaining to grants and other financial assistance information (e.g., electronic application submission).

Beginning in February 2004, CSREES plans to initiate, on a limited basis, the receipt of applications electronically through the Grants.gov (<http://grants.gov>) storefront. The ability to expand the plan for electronically submitting applications is contingent on the success of the initial electronic application submissions. Detailed information about CSREES' Grants.gov plans, including important announcements, program implementation, and detailed requirements, is posted on the CSREES web site, <http://www.reeusda.gov/egov/csrees/egrants.htm>, which will be updated as appropriate. It is suggested that this site be visited periodically for important updates.

See the section titled, "Other Submission Requirements" for information about the format (i.e., hard copy or electronic) for the submission of proposals under this RFA.

#### **F. DUNS Number**

A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 70 million businesses worldwide. A Federal Register notice of final policy issuance (68 FR 38402) requires a DUNS number in every application (i.e., hard copy and electronic) for a grant or cooperative agreement (except applications from individuals) submitted on or after October 1, 2003. Therefore, potential applicants should verify that they have a DUNS number or take the steps needed to obtain one. For information about how to obtain a DUNS number go to <http://grants.gov>. Please note that the registration may take up to 14 business days to complete.

#### **G. Required Registration for Grants.gov**

The Central Contract Registry (CCR) is a database that serves as the primary Government repository for contractor information required for the conduct of business with the Government.

This database will also be used as a central location for maintaining organizational information for organizations seeking and receiving grants from the Government. Such organizations must register in the CCR prior to the submission of applications via grants.gov (a DUNS number is needed for CCR registration). For information about how to register in the CCR visit <http://grants.gov>. Allow a minimum of 5 days to complete the CCR registration.